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Library Trustee Minutes 08/15/12

Minutes of the Meeting of the Robbins Library Board of Trustees
August 15, 2012

Call to Order

Due to the absence of Chairman Katherine Fennelly, Vice Chairman Brigid Kennedy-Pfister assumed the role of chairing the meeting, calling it to order at 7:15.

Also attending were trustees Heather Calvin, Barbara Muldoon, Frank Murphy and Joyce Radochia. Absent were trustees Kathy Fennelly and Diane Gordon. Also attending was Library Director Ryan Livergood.

Approval of Minutes

The board approved the minutes of the meeting of June 11, 2012 as read (Ms. Muldoon/Mr. Murphy).

Communications

John Worden, attorney for the estate of Evelyn C. and Mary P. Barry, wrote a letter with regard to the \$500,000 check sent as the second installment of the bequest. He described some of the limitations imposed on the bequest and requested a written acknowledgment of the library's receipt of the letter. The fund set up by the first distribution of the bequest, \$300,000 is the John F. Barry & Margaret O'C. Barry Memorial Fund. John and Margaret were the parents of Evelyn C. and Mary P. Barry.

Community Time

No unscheduled members of the community were present.

Director's Report

Mr. Livergood reviewed highlights of the June/July Director's Report. Upcoming capital fall projects, which include roof repairs, repaving of the library parking lot and the reconstruction and repair of the retaining wall along the Massachusetts Avenue side of the library, may adversely affect both staff and patrons, but the director will work to minimize disruption to library services. Funding is not currently available for interior projects that we have identified as desirable and/or necessary.

Mr. Livergood discussed with the board his twelve-page report on circulation statistics for adults and children at Robbins and at Fox. Overall, circulation is up. Mr. Livergood would like to buy a door-counter for Fox. Robbins has one; the counter records an average of 1,000 patrons per day.

Town Day Booth

Arlington Town Day is on September 15. Mr. Livergood asked for trustee volunteers to work at the library booth.

Approval of FY 2013 Trustee Goals

Mr. Livergood reviewed the trustee goals, indicating which goals and objectives he considers most important. In his view, advocacy should be the primary focus.

Ms. Radochia moved to accept the Trustee Goals for FY 2013. Ms. Calvin seconded the motion and the board approved the motion.

Report of FY 2012 Russell Fund Expenditures and Approval of FY 2013 Russell Fund Allocations

Ms. Muldoon reported that \$35,000 is available for the FY 2013 Russell Fund budget. The board reviewed the Russell Fund Report of FY 2012 expenditures and the proposed Russell Fund budget of \$35,000 for FY 2013. Mr. Murphy moved to approve the Russell Fund Budget for FY 2013. Ms. Muldoon seconded the motion and the board approved the motion.

Report of FY 2012 Trust Fund Expenditures & Approval of FY 2013 Allocations

The board reviewed the report of the FY 2012 Trust Fund Expenditures as well as staff requests for funding.

Ms. Muldoon explained her attempts to balance what is available for spending from both restricted and unrestricted funds with department requests. Ms. Muldoon identified the sources of the funds for particular requests, and explained that she was unable to comply with all. Basically, she level-funded all requests. Adult services requests were up substantially, as were Fox requests.

A detailed and lengthy discussion ensued. The board discussed the responsibilities of the trust fund liaison and timing issues for developing the budget. We will put subject on a future agenda. Look at the budget cycle and see how we can make adjustments to facilitate the process. Since not every request can be satisfied the board agreed that we need a sense of priorities.

We will not vote on trust fund budget until September. Before the next meeting trustees requested a spreadsheet for last year's budget allocations (FY 2012) to compare with FY 2013 requests. Ms. Muldoon will ask Ellen Porretta in the Director's Office to set up a spreadsheet.

Schedule of Sunday Openings

The board considered a number of questions regarding Sunday openings and fundraising. If the library were to be open thirty-two Sundays \$38,400 will be needed. That schedule would begin October 7 with the library being open every Sunday except for Easter and end on Memorial Day weekend. The trustees considered ways to generate more interest/donations for Sunday openings, including working with the Foundation and publicizing the need through the Arlington List.

Mr. Murphy stated his belief that our original intention was for Sunday-opening fundraising to be a short-term solution and not meant to be permanent. The board hopes that the municipal budget can eventually assume the expense of Sunday hours. Since each Sunday opening costs \$1,200 we have only raised enough money this year for 13 Sundays.

Ms. Radochia moved to allocate the full amount of \$16,600 raised this year for spending, beginning in October. Mr. Murphy seconded the motion and the board approved the motion. Sunday opening funding will be on next month's agenda

FY 2012 Russell Fund Report

Trustees will read the Annual Report of the Russell Fund and discuss it at the next meeting.

Community Read Status Report

A committee consisting of three librarians and Mr. Livergood is planning events for this year's Community Read or Arlington Reads Together. This year's selection is a young adult novel about teenagers with cancer, *The Fault in Our Stars*, by John Green. The committee hopes to have the event calendar finalized by the end of August.

Robbins Print Collection Project Proposal Status Report

Mr. Livergood reported that the print collection proposal is still under discussion with Nancy Gentile. He will update the trustees at a later meeting.

Approval of Policy: Author Programs

The board agreed to table this agenda item, per request of the Library Director, until the September meeting.

Unanticipated Items

In order for the trustees to lend the library foundation the \$5,000 it needs as start-up funds, the Treasurer's Office needs the federal ID # of the foundation in order to set it up as a vendor.

Date of Next Meeting

The next meeting of the board will be Tuesday, September 11.

Adjournment

At 9:25 Mr. Murphy moved to adjourn the meeting; Ms. Kennedy-Pfister seconded the motion and the board unanimously approved the motion.

Respectfully submitted,

Joyce Radochia

Documents Provided:

- Minutes of the Meeting of June 11, 2012
- June/July Director's Report
- Robbins Library Board of Trustees Goals & Objectives FY 2013
- Report of FY 2012 Russell Fund Expenditures
- Russell Fund Budget Proposal for FY 2013
- Anne A. Russell Children's Educational and Cultural Enrichment Fund FY 2012 Annual Report
- Robbins Library and Fox Branch Library Circulation Statistics for FY 2012
- Trust Fund Requests for FY 2013
- Report on Restricted and Unrestricted Trust Funds/Earnings/Availability for FY 2013
- Trust Fund Budget FY 2013
- Author Program Policy